



Secretary of State
Department of Archives and History
330 Capitol Avenue, S.E.
Atlanta, Georgia 30334
www.sos.state.ga.us/archives

Cathy Cox
SECRETARY OF STATE

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Records Retention Schedule Approval Page

Schedule Number: 1977-0448-04
Effective Date: September 24, 2001
Record Series Title: Governor's Honors Program Selection Process Files
Retention Requirement: Temporary Record. Destroy upon completion of Summer Program.

The above retention period is consistent with the requirement of the Georgia Records Act (O.C.G.A. §50-18-90 et seq).

Recommended by: Andrew S. Taylor 9-24-1
Andrew S. Taylor, Assistant Director for Records Management Date

The SRC approves this recommended retention period for the named records series.

Signed: David W. Carmicheal 10/2/01
David W. Carmicheal, Secretary of State Designee Date

Taylor, Andy

From: jsearle@doe.k12.ga.us
Sent: Monday, August 20, 2001 4:48 PM
To: astaylor@sos.state.ga.us
Subject: Governors' Honors Program Selection Process Files (77-448-A)

Dear Mr. Taylor:

At this time, I am requesting that the procedure for archiving the Governor's Honors Program (GHP) Selection Process Files (Application Number 77-448-A) be terminated, for the following reasons:

(1) GHP is a six-week, summer residential program. The files we are archiving are selection process files. Following the conclusion of the program, the files no longer serve a purpose. The program is over. Thus, it is no longer deemed necessary that we retain the selection process files.

(2) Retaining these files in the Department of Education for one year before sending them to archives, requires that we reserve a storage space of considerable size. Space is at a premium.

Our preference is that we destroy these files upon completion of the summer program annually.

Please contact me if you have questions or concerns.

I appreciate your consideration of this request; and, I look forward to hearing from you.

Joe Searle, Director
Governor's Honors Program
1770 Twin Towers East
Atlanta, Georgia 30334-5040
(404) 657-0183
(404) 657-7096 fax



8/21/2001

4374-21
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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 870121-01

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|---|---|---|------------------------------|
| Application Date | 1. Agency Address Department of Education Division of Curriculum Services Governor's Honors Program 1954 Twin Towers East Atlanta, GA. 30334 | Application Number | 77-448-A |
| Application Number | | Date Received JAN 21 1987 | Date Completed FEB 4 1987 |
| 2. Person to Contact Lonnie Love | | Working Title Administrator | Telephone Number 656-5812 |
| 3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-448-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest 1964 | | 5. Records Series Title (followed by title used in office, if different) Governor's Honors Program Selection Process Files | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Governor's Honors Program Unit provides a flexible education program to meet the needs of many of Georgia's gifted and talented students through a summer program total learning experience on one or more of our college campuses. The program is designed to provide gifted tenth and eleventh grade students enrolled in Georgia's public and private secondary schools challenging and enriching educational opportunities not usually available in their regular school experience. The program is designed to assist students in recognizing their potential and empower them as life-long independent learners. <div style="text-align: right;">COPY</div> | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Receiving and reviewing nominations and compiling nominee, finalist, alternate and rejection lists for Governor's Honors Program. Included are: 1. STUDENT FILES - Nomination Forms, letters to Finalists and Alternates, Student Withdrawal Letters, Parent/Student Consent Forms and Interviewer Score Sheets and related correspondence. 2. LOCATOR CARDS - an indexing system for locating individual student files located within a School System File by Subject Area. File Arrangement: 1. STUDENT FILES - arranged chronologically by *school year, thereunder alphabetically by school system, thereunder alphabetically by SUBJECT AREA, thereunder alphabetically by student name. File is arranged: 2. LOCATOR CARDS - chronologically by *school year, thereunder alphabetically by student name. | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____ | | | |

| YES | NO | 10. Questionnaire (Place "X" in the proper column) |
|-----|-----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PL 93-380 |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | N/A | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| X | | f. Is the information contained in this series ever published? If yes, attach copy. Annual (when funds available) |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

e. This series is maintained to provide continuity in administering the Governor's Honors Program.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other *School Year then,
(*August 1 - July 31)

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

COPY

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|---------|--|---------|
| <i>Billy E. Duman</i> | 1/14/87 | <i>Yicki K. Baker</i> | 1/14/87 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | |
| | | State Auditor/Designee | Date |
| | | <i>Edward Wilder</i> | 2-2-87 |
| | | Secretary of State/Designee | Date |
| | | <i>Edward Wilder</i> | 1/29/87 |
| | | Attorney General/Designee | Date |
| | | <i>Edward Wilder</i> | 3/5/87 |



4374-21
13

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|---|---|-------------------------------|
| Application Date | 1. Agency Address Department of Education Division of Curriculum Development and Pupil Personnel Services Governor's Honors Program 1954 Twin Towers East, Atlanta, Ga. 30334 | Application Number | 77-448-A |
| Application Number | | Date Received SEP 25 1984 | Date Completed NOV 01 1984 |
| 2. Person to Contact Lonnie Love | | Working Title GHP Coordinator | Telephone Number 656-5812 |
| 3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-448 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest 1964 Latest to date | | 5. Records Series Title (followed by title used in office, if different) Nomination Governor's Honors Program Files | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <u>NO CHANGE</u> | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>No Change</u> Included are: <u>No Change</u> File is arranged: | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

COPY

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|-----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | N/A | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

NO CHANGE

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

COPY

These instructions apply to all prior and future accumulations of the series.

| | | | |
|--|---------|--|----------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>H. Weyman Culp</i> | 9/21/84 | <i>Edward Weldon</i> | 9/21/84 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | State Auditor/Designee | 12/15/84 |
| | | Secretary of State/Designee | 10/11/84 |
| | | Attorney General/Designee | 12/31/84 |

4374-21
13
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|---|--|---|-------------------------------|
| Application Date Nov. 16, 1977 | 1. Agency Address Department of Education Div. of Curriculum Development and Pupil Personnel Services Governor's Honors Program Atlanta, Ga. 30334 | Application Number 77-448 | |
| Application Number 12 | | Date Received NOV 17 1977 | Date Completed NOV 29 1977 |
| 2. Person to Contact Margaret O. Bynum | | Working Title Consultant | Telephone Number 656-2414 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest 1964 Latest to date | | 5. Records Series Title (followed by title used in office, if different) Governor's Honors Program Nominations Files | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Governor's Honors Program Unit Provides a flexible education program to meet the needs of many of Georgia's gifted and talented students through a summer program total learning experience on one or more of our college campuses. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): nominations Documents relating to: Receiving/and compiling nominee, finalist, alternate and rejection lists for the Governor's Honors Program. Included are: Nomination forms, public relations forms, alternate forms, reject forms, withdrawal forms and related correspondence. File is arranged: Chronologically by year; thereunder alphabetically by student. | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

COPY

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PL 93-380 |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | NA | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. This series is maintained to provide continuity in administering the Governor's Honors Program.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 _____ year(s); then
- ☒ Destroy, EXCEPT that for years ending in 4 and 9 transfer one cubic foot to State Archives for permanent retention.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

COPY

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|----------|--|----------|
| <i>Margaret A. Bynum</i> | 11-14-77 | <i>Walker L. Baumgardner</i> | 10-3-77 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | <i>James L. Smith</i> | 11-28-77 |
| | | <i>Carroll Hart</i> | 11-22-77 |
| | | <i>R. H. Sheel</i> | 11-28-77 |